



**TRADE PERMIT APPLICATION**  
**CITY OF ALEXANDRIA, VIRGINIA**  
**DEPARTMENT OF CODE ADMINISTRATION**

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PLEASE VISIT OUR ONLINE PERMIT CENTER: <https://permits.alexandriava.gov>

**STAFF USE ONLY**

MASTER PERMIT BLD \_\_\_\_\_

☐ ELE \_\_\_\_\_

☐ MEC \_\_\_\_\_

☐ PLM \_\_\_\_\_

**GENERAL INFORMATION**

DATE APPLIED \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

FLOOR / SUITE \_\_\_\_\_

**OWNER**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**APPLICANT / CONTRACTOR**

Work will be done by: ☐ OWNER ☐ CONTRACTOR

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

VA LICENSE # \_\_\_\_\_

BUSINESS LICENSE # \_\_\_\_\_

CLASS ☐ A ☐ B ☐ C RECIPROCITY? ☐ YES ☐ NO

MECHANIC'S LIEN AGENT? ☐ Non Designated

☐ Yes, specify Agent:

**PROJECT INFORMATION**

TYPE OF WORK:

☐ COMMERCIAL (VCC) ☐ RESIDENTIAL (VRC)

☐ ELECTRICAL ☐ MECHANICAL ☐ PLUMBING

☐ FUEL GAS ☐ INTERIOR ☐ EXTERIOR

☐ NEW ☐ ALTERATION

PROJECT DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CONSTRUCTION CODE(S) / YEAR \_\_\_\_\_

CONSTRUCTION TYPE(S): ☐ I ☐ II ☐ III

☐ IV ☐ V

OCCUPANCY(S): ☐ A ☐ B ☐ E ☐ F ☐ H ☐ I

☐ M ☐ R

No. Residential Units: Existing: \_\_\_\_\_

Proposed: \_\_\_\_\_

Number of Building Stories: \_\_\_\_\_ Building Height: \_\_\_\_\_

Building Area:

Gross \_\_\_\_\_ ft<sup>2</sup> Altered \_\_\_\_\_ ft<sup>2</sup> New \_\_\_\_\_ ft<sup>2</sup>

**ESTIMATED PROJECT COST** (including overhead & profit)

\$ \_\_\_\_\_

**Electrical Work**

\$ \_\_\_\_\_

**Mechanical Work**

\$ \_\_\_\_\_

**Plumbing Work**

**TRADE INFORMATION**

**ELECTRICAL INFORMATION**

Existing Service Size: \_\_\_\_\_ A \_\_\_\_\_ V \_\_\_\_\_

New Service Size: \_\_\_\_\_ A \_\_\_\_\_ V \_\_\_\_\_

Temp. Service Size: \_\_\_\_\_ A \_\_\_\_\_ V \_\_\_\_\_

No./Amps of New Panels: \_\_\_\_\_

Point of Service: Underground ☐ Overhead ☐

Other Work (Generator etc.): \_\_\_\_\_

**MECHANICAL INFORMATION**

Equipment			
Type			
Manufacturer			
Model			
K-BTUS			
Location			

Other Work (Ductwork etc.): \_\_\_\_\_

**PLUMBING INFORMATION**

Fixtures			
Type			
Manufacturer			
Model			

Other Work (Piping etc.): \_\_\_\_\_

**STAFF USE ONLY**

**PERMIT FEE: \$**

**DEPOSIT: \$**

**ISSUE DATE:**

**By:**